

August 16, 2004

Internal Revenue Service
National Procurement Headquarters
Competitive Sourcing Acquisition Branch

Dear Prospective Offeror:

Thank you for your interest in Request for Proposal (RFP) Number TIRNO-04-R-00009 regarding the Internal Revenue Service (IRS) Files Activity A-76 competitive cost comparison. Currently, individual and business tax returns are processed in the IRS Submission Processing Centers (SPC) and delivered to the Files Activity for storage. The function being competed consists of cycle control and servicing, central file control, pulling returns and documents, refilling, and document support. The Files Activity is composed of 10 different geographic locations that are used to organize and store millions of individual and business paper tax returns and related documents processed each year. Each location houses the returns from eight weeks to a year, depending on the space available for storage. At the end of the storage period, the documents are retired to a Federal Records Center (FRC) managed by the National Archives and Records Administration (NARA). Customers consist of federal employees who can request copies or originals of those documents in the custody of the Files Activity or documents retired to FRC. Obtaining and delivering those tax documents and related information is the majority of the workload accomplished.

This requirement is being competed among eligible public reimbursables, private service providers and the government's Most Efficient Organization for the purpose of entering into a single contract with the successful service provider. The current number of Full-Time Equivalent positions currently performing the Files Activity workload in Technical Exhibit 5-001 is approximately 1,067. The government anticipates a six-month phase-in period (not counted as part of performance period), a one year base period, four one year option periods and one five month option period composing a 60 month performance period. The government also intends to evaluate proposals and award without discussions. However, if discussions are required the government will establish a competitive range, hold discussions, and evaluate final proposal revisions prior to selecting the successful offeror.

Based upon the August 16, 2004 release, IRS anticipates the following acquisition schedule:

	TIME DUE	DATE DUE
Request for Clarification- Past Performance, Reps, Certs	3:00 PM	August 30, 2004
Request for Clarification – RFP	3:00 PM	September 16, 2004
Pre-Proposal Conference	TBA Ogden, UT	September 21, 2004
Pre-Proposal Conference	TBA Andover, MA	September 23, 2004
Past Performance Information, Reps, Certs	3:00 PM	September 30, 2004
Written Technical and Price Proposals	3:00 PM	November 15, 2004

In accordance with Section L.13, Site Visit, FAR 52-237 potential Service Providers are urged to visit the government sites where services may be performed. To schedule and conduct a site visit within 60 days of the RFP release date please contact Connie Hill at (859) 669-5581 or at Connie.Hill@irs.gov.

Please direct any inquiries to me in writing at awss.fileact@irs.gov.

Sincerely,

Charles J. Conrad, II

Charles J. Conrad, II, CPCM

File: Prospective Offeror